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SEP 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Leave Records for Employees Paid From Vouchered Funds

1. This memorandum records the results of a meeting on 11 September 1961 on the above subject attended by [redacted]

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2. The discussion centered around the information on leave reports required by Fiscal Division and the problems of ADPD to furnish such information. Also, the desirability of bringing leave records up to date following leave period 13 was discussed. The problems of work load and costs for both Divisions were discussed but could not be evaluated completely because of inadequate statistics on man hours devoted to the problem.

3. It was agreed that:

- a. ADPD would produce as soon as possible leave reports in the new format for all leave periods subsequent to leave period 13. Such leave reports would include all leave adjustments (other than normal leave used) as a part of the current period leave report.
- b. Pending a revision of format to include leave taken in the current period, Fiscal Division would use such leave reports subsequent to leave period 13 in lieu of the type of leave report previously prepared by EAM.
- c. ADPD would program a revision in the leave report as soon as possible, in coordination with the Fiscal Division, to be effective not later than the beginning of the 1962 leave year, which would be on the same general format as that to be issued for the latter part of 1961 leave year but would include data on leave taken each leave period.

[redacted]
Chief, Technical Accounting Staff

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Approve:

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[redacted]
Deputy Comptroller

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SUBJECT: Leave Records for Employees Paid From Vouchered Funds

Distribution:

- 1 - Deputy Comptroller
- 1 - Fiscal Division
- 1 - ADP Division
- 1 - TAS Subject (M-370)
- 1 - TAS Reading
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25X1A9A TAS/FWG: :bjm (12 September 1961)